



Manager's Report

for Council Meeting of May 10, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Ashworth & Callaway Golf
Avis Rent-A-Car (Mellow Inc)
AZO Concessions
Bubbles Cleaning Service
Creative Flooring Solutions
DuPlissey, Cynthia Lynn
Hudicek, Laurie
Leesburg Holiday Inn
Loudoun Homes
Massage By Lisa
Matco Tools
North Star Electrical Services
Palm Beach Tan #011
Phantom 2 Enterprises, LLC.
Psychotherapy Services
Sunflower Soap Company

HUMAN RESOURCES

New hires and terminations for the period of April 18 to May 2, 2005

New Hires

None

Position

Department

Promotions

None

Separations

William Donnelly	Town Attorney	Town Attorney
Kristina Leigh	Police officer III	Police
Sarah Kozup	Police officer I	Police

Retirements

David Kackley	Police officer	Police
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Manager's Report
PLANNING, ZONING & DEVELOPMENT

-2-

May 10, 2005

PLANNING DIVISION

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: APRIL 19, 2005 – MAY 2, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Phil Bolen Park	Loudoun County Referral	1 st	Proposal to construct various county government facilities and multiple recreational fields.
Harrison Park (Barber & Ross) TLZM-2005-0001	Rezoning Referral	1 st	Proposal to consolidate four existing parcels totaling 11.65 acres and construct 352 multi-family units (90 of which will resemble townhouses and the remaining units will be situated over office and retail uses), and 74,890 square feet of office and retail uses in a grid street pattern and central neighborhood green.
B & M Motorcars TLSE-2005-0018 (900 block of Edwards Ferry Rd)	Special Exception Referral	1 st	Proposal to construct a 2,827 square foot auto sales and service.
Leesburg Executive Airport (TOL/Leesburg Airport Association) TLBA-2005-0001	Boundary Line Adjustment	1 st	Proposal to adjust existing boundaries adjacent to the airport to create additional flight path buffer space.
Leesburg Executive Airport (TOL/Leesburg Commercial) TLBA-2005-0002	Boundary Line Adjustment	1 st	Proposal to adjust existing boundaries adjacent to the airport to create additional flight path buffer space.
Rosebrook (Johnston Property Subdivision) TLBA-2005-0004	Boundary Line Adjustment	1 st	Proposal to adjust the rear property boundary between two single-family residential lots.
Oaklawn LLC/Toll Road Investors TLBA-2005-0003	Boundary Line Adjustment	1 st	Proposal to adjust existing boundaries adjacent to the airport to create additional flight path buffer space.
Lansdowne, Section 42	Loudoun County Construction Drawing Referral	3 rd	
Catoctin Circle SW Trail Extension TLCI-2005-0005	Capital Improvement Plan	1 st	Extension of pedestrian trail along a portion of Catoctin Circle SW.
Edwards Landing, Phase 2E	Revision to approved Construction Drawings	1 st	Proposal to add a retaining wall.
Southern Electric (7 Cardinal Park Drive)	Sketch Plan	1 st	Proposal to construct additional office/commercial uses related to the existing use.
Henderson Property (115 Prince Street)	Sketch Plan	2 nd	Proposal to subdivide 2 existing lots into 5-6 single family detached residential dwelling lots and related improvements including a public street.
609 Edwards Ferry Road	Sketch Plan	1 st	Proposal to subdivide an existing lot into 2 lots.
130 Fort Evans Road	Sketch Plan	1 st	Proposal to subdivide an existing corner lot into 4 lots which would include 2 duplex units, a church and the existing dwelling.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: APRIL 19, 2005 – MAY 2, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Phil Bolen Park	Loudoun County Referral	2 nd	Proposal to construct various county government facilities and multiple recreational fields.
Heritage Square Community Center TLRD-2005-0001 (25 Heritage Way NE)	Revision to an Approved Development Plan	2 nd	Proposal to construct a community center instead of a pool house.

Cardinal Industrial Park, Lot 8A (Jerry's Ford Storage Yard) TLSE-2003-0007	Special Exception Referral	2 nd	
Lansdowne, Section 42	Loudoun County Construction Drawing Referral	3 rd	
Potomac Station Retail, Parcel B TLRD-2005-0004	Revision to an Approved Development Plan	1 st	Proposal to revise water connections to accommodate four tenants instead of one in Building F.
609 Edwards Ferry Road	Sketch Plan	1 st	Proposal to subdivide an existing lot into 2 lots.
130 Fort Evans Road	Sketch Plan	1 st	Proposal to subdivide an existing corner lot into 4 lots which would include 2 duplex units, a church and the existing dwelling.
Barber & Ross (Temporary Park & Ride) TLDW-2005-0004	No Adverse Impact Plan	1 st	Proposal to use a portion of an existing parking lot previously used by Barber & Ross, but now unused, with some minimum changes, most notably the addition of a commercial driveway entrance off of Harrison Street.

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
APRIL 5, 2005 – APRIL 18, 2005**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
15 Wirt Street	Boundary Line Adjustment	1 st	<i>Recorded - proposal to adjust the rear property boundary between two single-family residential lots.</i>

ZONING DIVISION

Zoning Permits Issued Residential

6 Multi-family units – Tavistock Farm – \$1,056,176
8 SFA – Potomac Crossing Section 10 – \$55,000
8 SFA - Potomac Station Section 10 – \$45,000

Zoning Permits Issued Commercial

21 Lawson Road, SE – fit up – \$315,000
600 Somerset Park Drive, SE – Community Recreation Center – \$414,000

Occupancy Permits Issued Residential

105 Multi-family units - Stratford
1 SFD - Beauregard
1 SFA - Potomac Crossing
2 SFD – Stowers
7 SFA – Potomac Station

Occupancy Permits Issued Commercial

705-H East Market Street – Dance Studio

SPECIAL EXCEPTIONS: 19 ACTIVE OR UNDER REVIEW FOR ACCEPTANCE

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments were sent to the applicant on

January 31, 2005. Second submittal documents were sent to referral agencies April 20, 2005 and comments are due May 16, 2005.

2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,400 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004. Second submission review comments were mailed to the applicant on August 25, 2004. The third submission was received in January 2005 and review comments were issued February 12, 2005. The Planning Commission conducted a public hearing on March 3, 2005 and on March 17, 2005 recommended approval. The Town Council held its public hearing on April 26, 2005 and a vote is expected at the May 10, 2005 regular meeting.
5. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-East: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The commission advised applicant to revise the application for resubmission. A revised application is expected to be submitted around May 16, 2005. This application will track behind the rezoning application.
6. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-West: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The commission advised applicant to revise the application for resubmission. A revised application is expected to be submitted around May 16, 2005. This application will track behind the rezoning application.
7. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. The staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March

17, 2005. The commission advised applicant to revise the application for resubmission. A revised application is expected to be submitted around May 16, 2005. This application will track behind the rezoning application.

8. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests approval to rent autos to auto body shop patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004, and rejected for acceptance on May 12, 2004. The application was resubmitted and accepted for review on October 5, 2004. Review comments were forwarded on November 12, 2004. The second submission was received on March 21, 2005. Referral comments were forwarded on April 11, 2005. The Planning Commission public hearing is scheduled for May 5, 2005.

9. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. Second submission plans were received on January 28, 2005. Second submission referral comments were forwarded to applicant March 14, 2005. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether applicant had the proper owner's authorization on the application, and whether the current owner agrees to permit the application to continue.

10. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

11. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

12. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004,

and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

13. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

14. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

15. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with five drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

16. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

17. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build an 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4,

2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

18. TLSE-2004-0030 Cornerstone Chapel Daycare: Located at 742 Miller Drive, SE. The applicant, trustees of the Cornerstone Chapel, seek to expand existing Special Exception# 97-01 and 97-08 pursuant to section 3.4 of the Town of Leesburg Zoning Ordinance to add a 3,600 square foot classroom space to the existing structure. First submittal comments were sent to the applicant on April 28, 2005.

19. TLSE-2005-0003 Petsmart Veterinary Hospital: Located in the Leesburg Plaza Shopping Center at the old K-Mart site, the applicant Petsmart, Inc. seeks to obtain special exception approval for a 2,000 square foot veterinary hospital within a Petsmart retail store. The application was accepted for review on April 15, 2005. First submittal review comments are due on May 16, 2005.

REZONINGS: 7 ACTIVE

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant, D.R. Horton Company, seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. The applicant has been notified that due to lack of activity this application will be considered withdrawn unless applicant responds to previous staff comments by May 1, 2005.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. Staff is currently waiting for plans to be resubmitted. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004. The second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. A special work session was held on March 28, 2005 to continue review. Revised plans are anticipated from the applicant around May 16, 2005. No date for a vote has been determined.

4. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24,

2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

5. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight town home dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004, the first submission review comments were sent to the applicant on November 15, 2004, and second submittal review comments were due on January 15, 2005. The Planning Commission held a public hearing on February 17, 2005, and recommended denial on March 3, 2005. The Town Council held its public hearing on April 26, 2005 and a vote is expected at the May 10, 2005 regular meeting.

6. TLZM-2004-0007 Cornerstone Chapel Daycare. Located at 742 Miller Drive. SE. The applicant, trustees of the Cornerstone Chapel, seeks to amend Proffer #10 of #ZM-58 Richlynn Development, Inc. to reduce a 25-foot side and rear setback to 20 feet in order to permit Cornerstone Chapel to build add 3,600 square feet of classroom space to an existing building. First submittal comments were due March 21, 2005. Comments were sent to the applicant on April 28, 2005.

7. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 multi-family units with 90 units in the two-over-two configuration that resembles townhouses. And the remaining units located in a vertical mix above the office and retail use, and 74,890 square feet of retail and office space. First review comments were due April 15, 2005.

TOWN PLAN AMENDMENTS: 2 ACTIVE

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

2. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. On

February 11, 2005 VDOT issued a letter approving the redesign at the interchange to a modified diamond. Revised plans were received on February 28, 2005. Third submission comments were due March 30, 2005. A Planning Commission public hearing is scheduled for May 19, 2005.

ZONING ORDINANCE AMENDMENTS:

1. ZOAM-2005-0001 Noise Limitations. Council initiated amendments to the Zoning Ordinance at the January 11, 2005 meeting under Resolution No. 2005-07. A public hearing before the Planning Commission is scheduled for June 2, 2005.

BOARD OF ZONING APPEALS CASES

None at this time.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 29 Public Facility Permits were issued totaling \$1,240,114.
- 68 work orders were issued for meter sets.
- 55 requests for occupancy inspection were issued.

Capital Projects Update:

- Seven plans were received and reviewed with two request for water and sewer system computer modeling received.
- Staff attended several meetings with developers regarding proposed development plans.
- The Utility Department Environmental Management System group has developed a town-wide policy which has been endorsed by town staff and will go to Council for approval.
- The department is proceeding with preparation of a special exception application for two elevated storage tanks, one of which is located within the town limits.
- The plans for construction of a new maintenance facility to the west of the Water Pollution Control Facility have finally been approved and advertised for bids.
- Construction activities on the Woodlea Manor Booster Station are slated to begin this week.
- Work on the water system improvements is proceeding well and the contractor is need completion on King Street.

WATER POLLUTION CONTROL FACILITY**Training:**

- Bonnie Darr, Administrative Associate, successfully completed the California State University, Sacramento correspondence course, "Operation of Wastewater Treatment Plants, Volume I".

UTILITY LINES DIVISION**Training:**

- Chris Kelley completed Wincam training on the camera truck.
- Jason Ziemann and Sam Green attended a two day Cross Connection Certification class.

Routine Items Include:

- Turn on's and off's;
- water meter readings;
- complaint investigations;
- rodding & cleaning sanitary sewer trouble spots;
- marking water and sewer lines for contractors and citizens;
- vehicle and ditch maintenance;
- bush hogging.

Summary Programs

- Performed complete maintenance on 10 fire hydrants.
- 199 new connections to the town utility system
- 4 water leak repairs
- 1,098 requests to locate utilities

TOWN OF LEESBURG

Full-time vacancies as of May 2, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Eng & PW	1	Senior Engineer-Stormwater Management	7/1/04	√	√	√	√		
	1	Chief of Engineering	11/30/04	√	√	√			
	1	Maintenance Worker II	4/29/05	Internal Recruiting/Pilot Program					
	1	Maintenance Worker I	3/7/05	√	√	√	√	√	
Executive	1	Town Attorney	pending	√	√				
Planning & Zoning	1	Sr. Planner (Historic Preservation)	1/11/05	√ (readvertised)					
	1	Planner	3/18/05	√	√				
	1	Admin. Associate II	4/15/05	Internal Recruiting/Pilot Program					
P&R	1	Recreation Program Supervisor – Special Events	3/7/05	√	√	√			
	1	Outdoor Facilities Supervisor	4/13/05	√					
Police	1	Police Records Assistant	2/24/05	√	√	√	√		
	3	Police Officer I	4/7/05	√	√	Testing to be held on May 21st			
Util Admin	1	Senior Engineer	7/1/02	Pending posting of internal or external on 5/3/05					
Util. WPCD	1	Utility Plant Operator ** (Wastewater) or Trainee	2/11/05	√ (readvertised)					
Util. Water Supply	1	Water Plant Operator Trainee	3/21/05	√	√	√			
TOTAL	17								

*On hold = Department is not actively recruiting this position.

** Position has been offered and accepted, but candidate has not yet started.

*** There are also two part-time Parking Enforcement Officers that are currently being advertised through the Finance Dept. and one part-time Library Associate position being advertised through the Balch Library.

John A. Wells